

POSITION DESCRIPTION
COUNTY OF TIPPECANOE, INDIANA

POSITION: Deputy Prosecuting Attorney
DEPARTMENT: Prosecuting Attorney
WORK SCHEDULE: 8:00 A.M. – 4:30 P.M., M-F
JOB CATEGORY: SO (Special Occupations)

DATE WRITTEN: September 1998
DATE REVISED:

STATUS: Full-time
FLSA STATUS: Exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Incumbent serves as Deputy Prosecuting Attorney for the Prosecuting Attorney, responsible for preparing and presenting cases for prosecuting criminals.

DUTIES:

Reviews investigation and other reports of assigned criminal cases, and prepares and files charges, probable cause affidavits and arrest warrants, including reviewing prisoner list daily for formal charging deadlines.

Prepares for hearings and/or trials, including filing documents, researching and reviewing case law, preparing opening statements and arguments, conducting witness conferences, preparing jury instructions, trial exhibits and responses to defense motions, and consulting and working closely with other department personnel as needed.

Maintains current statistics regarding reports reviewed, cases filed, and cases declined for prosecution as assigned.

Represents State of Indiana in conducting various court proceedings, such as initial hearings, pretrial conferences, bond reduction, evidentiary, sentencing, probation revocation, motions to suppress and other hearings and trials, discussing cases and negotiation plea agreements with defense attorneys.

May administer bad check program as assigned, including researching/itemizing defendant criminal history, conducting initial and compliance hearings, preparing plea agreements, and monitoring/supervising defendant's weekly signing of agreements to show compliance.

May supervise preparation of extradition applications for return of fugitives from outside Indiana, as assigned.

Provides consultation to law enforcement personnel regarding specific cases, including reviewing information, responding to inquiries, and obtaining search warrants as appropriate. Conducts annual training seminar for law enforcement personnel as assigned.

Maintains written and telephone communication with victims and witnesses, responding to inquiries and reporting status of cases.

Serves on 24-hour call rotation, responding to legal inquiries and preparing search warrants and affidavits as needed.

Maintains current knowledge of legislative changes by reviewing case law in books and on computer, and by periodically attending conferences and seminars.

Performs related duties as assigned.

JOB REQUIREMENTS:

Doctorate Degree in Jurisprudence with license to practice law in Indiana.

Thorough knowledge of and ability to make practical application of Indiana case law, criminal code and rules of criminal and civil procedure and post-conviction relief.

Ability to conduct legal researches, and prepares and presents cases in legal proceedings.

Ability to effectively communicate orally and in writing with co-workers, other County departments and law enforcement agencies, and Indiana Attorney General's office, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to properly operate various office equipment, including computer, printer, fax machine and telephone.

Ability to work alone and with others in a team environment with minimum supervision.

Ability to work on several tasks at the same time, and complete assignments effectively amidst frequent distractions and interruptions, often under time pressure.

Ability to regularly work evening, extended and/or weekend hours, and occasionally travel out of town for training and/or court cases, sometimes overnight.

Ability to regularly serve on 24-hour call rotation and respond swiftly, rationally and decisively in emergency situations.

Possession of a valid driver's license and demonstrated safe driving record.

DIFFICULTY OF WORK:

Incumbent applies a broad scope of regulations in developing effective approaches for prosecuting of criminals in the county.

Incumbent exercises independent judgment in adapting basic guidelines and accepted procedures to meet specific situations and fit complex or contradictory circumstances.

RESPONSIBILITY:

Incumbent makes a major contribution to department goals and objectives, performing according to legally defined procedures and standard practices of the profession, and discussing with supervisor unusual or unprecedented situations.

Incumbent receives indirect supervision, with work periodically reviewed for soundness of judgement.

PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, law enforcement agencies, and Indiana Attorney General's office, for purposes of exchanging and explaining information, arguing cases and negotiating agreements.

Incumbent reports directly to Deputy Prosecuting Attorney/Supervisor.

PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs a majority of duties in a courtroom or a standard office environment involving sitting for long periods, sitting and working at will, close vision, hearing communication, speaking clearly, handling/grasping/fingering objects, occasionally lifting/carrying objects weighing less than 25 pounds, and exposure to distributing evidence and distraught and/or potentially violent/hostile individuals.

Incumbent regularly works weekend, extended and/or evening hours, and may occasionally travel out of town for training and/or court case, sometimes overnight.

Incumbent regularly serves on 24-hour call rotation.